



**Approved
Business Meeting Minutes
October 8, 2013**

<u>Members Present</u>		<u>Absent</u>	<u>Guests</u>
<i>Steve Bautista</i>	<i>Madeleine Nguyen</i>	<i>Dana Bassett</i>	<i>Bonnie Jaros</i>
<i>Cherie Bowers</i>	<i>Luis Pedroza</i>	<i>Doug Wilkes</i>	<i>Jorgie Sandoval</i>
<i>Marley Cervantes</i>	<i>Monica Porter</i>	<i>George Wright</i>	
<i>Jodi Coffman</i>	<i>John Ross</i>		
<i>Susan Gaer</i>	<i>Stacy Russo</i>		
<i>Madeline Grant</i>	<i>Sheila Shain</i>		
<i>Victoria Gray</i>	<i>Gabriel Shweiri</i>		
<i>Ray Hicks</i>	<i>Ken Sill</i>		
<i>Jarek Janio</i>	<i>Teresa Simbro</i>		
<i>Louise Janus</i>	<i>Brian Sos</i>		
<i>Jungwon Jin</i>	<i>Robert Stucken</i>		
<i>Elliott Jones</i>	<i>Sandra Wood</i>		
<i>Jeff McMillan</i>	<i>John Zarske</i>		
<i>Renee Miller</i>			

- I. **Call to Order**
 - A. President Zarske called the meeting to order at 1:35 pm.

- II. **Agenda Accepted** – A motion to approve the agenda made by Cherie Bowers and seconded by Gabriel Shweiri was unanimously approved.

- III. **Public Comments** – Time was spent remembering Dr. Michael Kelcher after the news of his death was announced by President Martinez. Senators agreed to send a plant to the funeral services and the Senate will donate \$100 to a college fund/bond for his son. Donations for the college fund will be collected up until the next senate meeting on October 22nd. Ideas regarding memorials for faculty and staff were also discussed.

- IV. **Approval of the Minutes**—
 - A. September 24, 2013 – Motion to approve the senate minutes of September 24th was made by Elliott Jones and seconded by Teresa Simbro. The motion was unanimously approved.

- V. **Reports**—
 - A. **President**—John Zarske
 The Faculty Priorities Committee met on October 4th. The ranking recommendation for the thirty-six(36) positions requested was presented to President Martinez. The Communication Studies position ranked first was a position that was flown last year, filled and declined so this it is essentially a roll over position. The Learning Center position is a full time coordinator faculty position which will be housed in Humanities. A request from the Senate to discuss with the President the need in Chemistry that arose after the FPC meeting was made. A report from the Human Resources Committee meeting regarding the number of positions SAC will fill will be made at the next meeting.

The Faculty Institute presented “Best Practices in Classroom” on October 4th. Presentations were made by Gina Giroux and MaryAnn Anthony from SAC and Danny Martino and Anita Varella from SCC.

The Course Suspension Process approved in SAC Senate Resolution F13.01 will be presented to College Council on Wednesday, October 9th. Senators were requested to ask their chairs and faculty if there were difficulties finding quality instructors for classes added on short notice this semester.

Save the Dates:

- Open Education Resources (OER) Discussion 10/29 1:30-3:30 District Office
- Distinguished Faculty Lecture – 10/30 3:00 Phillips Hall

B. Secretary/Treasurer—Madeline Grant

Please follow up with your faculty regarding the Senate membership drive.

C. Facilities —Elliott Jones

A condensed version of the revised master plan will be presented at the next Facilities meeting which will held the week of October 14th. New door locks which lock from both sides will be phased in this year. A report from the HEPPS committee will be made at the next meeting. Dr. Collins requesting senate input regarding safety issues. Great Shake Out is scheduled for 10/17 at 10:17 am. A request for consistent building signage was made.

D. Curriculum—Monica Porter

All curriculum divisions are now represented on the Curriculum and Instruction Council (CIC) including a student representative. AAT & AST development continues with all courses requiring CID approval. The AAT for Theatre Arts was updated and submitted to CIC for 1st read. CIC Chair will confirm requirements for textbook edition. Deadline for CID approval for existing AAT/AST degrees is June 2014.

E. Accreditation —Bonnie Jaros

F. Planning & Budget —Ray Hicks

The state budget is still uncertain which may result in the college not receiving its full allocation from the state. We will build for growth but may not receive all of the growth money if the state budget is not balanced. Through the Fiscal Resource Committee (FRC), we continue to evaluate the SB361 budget model specifically the relationship between college and district funding. It is important to use the budget priorities process used in 2008/09 to determine cuts now as we are in a growth period. Attention is being paid to the 50% law which requires that 50% of budget be spent on instruction.

G. SACTAC – George Sweeney

A quote for \$50,000 for the district Adobe site license is being reviewed to determine if individual license will be less expensive. The process of moving recommendations from SACTAC/TAG through to the planning and budget model is being discussed. The cost to replace 25% of all technology hardware each year and to maintain equipment purchased using grant fund needs to be included in the annual college budget.

H. SCC —Joyce Wagner

The fire burning near SCC is affecting students and staff. The Humanities Building has officially opened. OEC will be vacated until repairs are completed. The SCC Intersession goal is 125 FTES (25-35 sections). The SCC Senate is developing a resolution to support a change in the process for adding co/prerequisites to be validated by content only. SCC CIC is evaluating the TMI page on the COR.

I. ASG Representative – Jorgie Sandoval

- **Recruitment**
 - ASG Executive Board Needs a Treasurer!
 - ASG Senate needs the student leaders in: Disabled Students (DSPS), Library/Learning Center, Human Resources, Honors Committee, Measure Q Citizen’s Oversight Committee
 - Accreditation – ongoing recruitment
 - Faculty members can send interested students to The Office of Student Life (room U-121A).
- **Mascot Project**
 - ASG has already begun designing the prototype mascot outfits for The Don and Doña.
- **Social Media**
 - 15 followers – Twitter, 33 followers – Instagram, 88 friends and 78 likes – Facebook.
- **Events**
 - Latino Heritage Event – Thank you for helping! Over 300 students attended; sold at least three student stickers at the event. ASG received positive feedback from the students. Pictures have been uploaded on our Instagram.
 - Get Fit Event – Tentative: Wed, 10/16 or 10/23 from 11:00-1:00 at the fountain. ASG wants to promote SAC’s sports teams and increase awareness about staying fit and eating healthy. ASG’s Health Awareness commissioner,
 - Halloween Event – “The Haunted Lounge”. Wed, 10/30 from 5:00-7:00 pm and Thurs, 10/31 from 11:00-2:00 pm.
 - “Day of the Dead” Altar is also being planned.
 - Native American Heritage Event – Thurs, 11/21 11:00-1:00 at the fountain.
- **ASG Projects**
 - Going Green! – ASG’s environmental awareness commissioner, Mario Quintero-Salazar is planning to put recycle bins inside the ASG office as well as other offices on campus to generate funds for ASG.
 - Student Activities Coordinator Position Inquiry – ASG members are concerned that a 19hr. coordinator position is not enough time to support ASG’s needs.

J. Division Senators:

1. There were no reports from: Adjunct Faculty, Counseling, Human Services, Humanities, Kinesiology, Library, Science, and Technology.
2. **Business** – Gabriel Shweiri will be representing SAC on the Board of Governors for NASBITE International.
3. **Continuing Education** – Thank you to the Faculty Priorities Committee.
4. **Fine and Performing Arts** – The Art Department Faculty Show is in the main Gallery until 11/7 M-Th 10-2:00, TW 6:30-8:30. Fleurs Mortes is being exhibited at the Santorum Building-Suite Q, Angry Young Women with Low Rise Jeans will be performed in Phillips Hall Friday, Saturday and Sunday, October 11-13 & 18-20.
5. **Health Science** – Thank you to the Faculty Priorities Committee. Nursing continues their curriculum review and evaluation of offering a BSN degree.
6. **Math** – Thank you to the Faculty Priorities Committee.
7. **Social Science** – The faculty would like the Senate to look at support for inputting Curriculum and Accreditation data into the required technology platforms. Too much time is being taken away from students and teaching for data entry.
8. **Student Services** – Thank you to the Faculty Priorities Committee. Evaluating DSPTS programs and classes being offered as well as FTES generation.

VI. Action Item

A. 2013-14 Academic Senate Goals – A motion to approve the 2013-14 Senate Goals as amended was made by Robert Stucken and seconded by Brian Sos. The motion was unanimously approved.

VII. Information Items

- A. Faculty Handbook** – Divisions who have not completed their review are requested to do so. The CEC Senators will conduct a more thorough evaluation as it appears Continuing Education has been overlooked in the draft.
- B. Accreditation Presentation** – A presentation by Bonnie Jaros to better educate the faculty on the processes and issues related to accreditation was begun. However due to time constraints the presentation was not concluded and will be made at a future meeting.

The meeting was adjourned at 3:30 pm.

Respectfully submitted,



Madeline A. Grant
Secretary, SAC Academic Senate



**Faculty Priorities Committee
Meeting Notes
October 4, 2013
9:00 – 12:00 in A130**

Division Representatives

Division	Voting Rep.	Non Voting
Business	Jinhee Trone	
Continuing Education	Rob Jenkins	Jarek Janio
Counseling	Steve Bautista	
Kinesiology	Geoff Jones	Jodi Coffman
Fine and Performing Arts	Elliott Jones	
Human Services	George Wright	
Humanities	Mark Higgins	
Library	Luis Pedroza	
Social Sciences	Mario Robertson	
Math	Ken Sill	
Health Sciences	Robert Stucken	Teresa Simbro
Student Services	Louise Janus	
Technology	Glen Hammonds	

Senate Representatives

Madeline Grant
John Zarske

1. Art - Replacement position - 4 vacancies in 2007 only 1 replaced. No full time faculty teaching digital media. DMC has no full time presence. With no faculty lead missing out on grant money (CTEA , DSN, SB1070). Replacement position for retired faculty: Sharon Brown.
2. ASL - Ranking 5th in 2012 & 3rd 2011 - dropped in ranking & not filled. 3rd highest foreign language offered. Only ASL is seeing FTES growth - all other languages reduced. ASL is accepted at CSU & UC. Part of gen ed. (4 of 6). Want AA degree but need faculty. Not all CC's offer ASL - we draw students from across the county.
3. Auto – Have received 8 different National Certification at highest level. 200 students on waiting lists. 112% enrollment in classes. 97% retention.
4. Biology(2) - no representation
5. Business (2) - 2 Replacements - Largest AA degree at SAC - 2nd only to Liberal Arts. 500 students in Intro Acctg classes. 19 sections of Acctg offered. AST approved - increased demand. 2014 - Bus Admin going completely online - need full time faculty. Discipline is constantly changing. Faculty must stay current with technology. Currently coordinating 17 adjuncts.
6. Comm. Studies - Gen Ed classes and degrees. This position flown, hired & declined. Ranked very high last year. Replacement: Keshia Honda.
7. Counseling (2) - Since 2008 have lost 5 counselors and replaced 2. Service all departments by providing advisement. Access, Funding, Retention - Student success Act - must implement next year - ed planning, orientation, etc. Creating online services. Replacement positions for 2 upcoming retirements.

8. Diesel - Most programs in the area closed. Only diesel/transportation program. Need to update curriculum & programing to meet current standards. Class content current but need stackable certificates. Students getting jobs but not completing 36 unit certificates.
9. DSPPS - Ranked 7th in 2012-13 but overlooked during hiring process. Current faculty cannot perform student assessments. Increased complaints by Civil Rights which puts SAC at risk. Faculty currently covering Admin duties due to no Dean.
10. EMT - Replacement. Without full time faculty member program must fold. Different program than Fire Science.
11. English (2) - Replacement for Shelly Jaffray - Learning center needs coverage & increased offering of literature classes.
12. History (2) - 2 Sr. faculty members, 1 out on medical leave. 1 part time to ethnic studies & 11 adjunct generate 308 FTES. Required for all Gen Ed plans.
13. Human Development(2)- Largest program in OC. Currently 3 full time but other cc's have 4. Confer largest number of certificates & permits in county. Generate approx 300 FTES. Growth position nice but replacement critical. Replacement for retirement & 1 growth
14. Kinesiology-Baseball - head coach - need to follow 175/350 rule for curriculum. Adjuncts can coach but cannot plan. Need instructors. Sneddon stepping down from coaching but not retiring.
15. Kinesiology - Women's - 2 largest teams need head coaches. Need faculty to cover AST & new certificate. Need specialized activity instructors - yoga, kick boxing & health. Fill for Softball or Soccer coaches.
16. Learning Center - Learning Skills coordinator must meet min quals so must be faculty to gain FTES. Is this an English department faculty or learning center faculty?
17. Library (2) - Multiple changes in reporting structure. Vocation program that generates FTES limited as taught by adjuncts. Library brick/mortar & virtual. Serve all students. Based on CA standards for student ratio to librarians we should have 13 full time librarians. Experience on campus & in facility greater for full-time vs. adjunct. 1 Replacement and 1 growth.
18. Math(4) - Reduction in full time ratio from 62% to 39%. 1 will retire this year and 5 in the next 2 years. 55 Adjuncts. 1 full time is the math center coordinator. Challenges with managing many of the issues that come from 20% of the adjuncts. 2 new positions would cover the 20% of the adjunct faculty. Increased demands due to new AST/AAT and curriculum redesign. Could use 9 positions but will take 2 please.
19. Manufacturing Technology - Machine Shop - 2 full time instructors teach and maintain machinery. Cross discipline courses with engineering & auto cad. 1 Replacement position for upcoming retirement.
20. Music - Transfer many students with full ride scholarships to in & out of state universities. No automatic articulation - students must pass theory placement exam. Need full time person to manage theory program to continue transfer opportunities. DMC growth area for digital music especially with LA. Position - theory & digital media. Transfer or job opportunities. Down from 5 since 1960's to 4 with addition of digital music added to curriculum. Replacement position for upcoming retirement.
21. Health-Nursing - Grant money coming which has grown program so increased demand. Need a generalist. Concerned as should have more full time(13) to adjunct positions(14). BRN requires min level of competency so difficult to find adjuncts.
22. Nutrition - No full time faculty in department. Student demand high to relaunch & grow the program. Replacement for position lost years ago so considered a new position. Currently housed with Fashion & Design.

23. CEC (4)- In 1996 had 22 full time and in 2008 6 full time faculty. Generates 1,700 FTES/semester. Part time completing PAPR. SCE (Adult Basic Ed) - 3,176 students - no full time faculty. Admin running program - need faculty. Priority request. SCE (Adult Secondary Ed) - 2nd priority, ESL - Noncredit - 3rd priority, Voc Ed CTE- Non credit (4th priority)

Ranking Results

1	Comm Studies
2	EMT
3	English (1)
4	Math (1)
5	Business (1)
6	NC ABE
7	Counseling (1)
8	Hum. Dev (1)
9	DSPS LD
10	Art
11	Auto
12	Kinesiology (1)
13	Library (1)
14	ASL
15	Nursing
16	Biology (1)
17	Music
18	Learning Ctr
19	NC ASE
20	Math (2)
21	History (1)
22	Nutrition
23	Counseling (2)
24	Mnfg
25	Diesel
26	English (2)
27	NC ESL
28	Kinesiology (2)
29	Business (2)
30	History (2)
31	NC CTE
32	Hum. Dev (2)
33	Biology (2)
34	Math (3)
35	Library (2)
36	Math (4)